



**FOR OFFICE USE**  
Accounting Code: **ZC**  
**\$1,167.75**

**PLANNING DEPARTMENT**  
**PLANNED DEVELOPMENT (PD) DISTRICT REZONING APPLICATION**

*Please type or print the following information & Return your submittal to the Planning Department, City Hall, 2700 Town Center Blvd. North, Sugar Land, TX 77479, Attention: Development Review Coordinator*

***\*DUE TO DETAILS REQUIRED FOR PD DISTRICT APPLICATIONS, STAFF STRONGLY RECOMMENDS A PRE-DEVELOPMENT MEETING PRIOR TO SUBMITTAL***

**Applicant**

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Owner** (Note that owner must also sign form if different than applicant)

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Property Legal Description \_\_\_\_\_ See Attached \_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Current Zoning District to be rezoned to PD Dist. \_\_\_\_\_

*or*

If a PD District amendment (provide details) \_\_\_\_\_

This is to certify that the information on this form is COMPLETE, TRUE, and CORRECT and undersigned is authorized to make this application. **Application expires 6 months from the date stamped as received by the Planning Department if no action has been taken by the Planning and Zoning Commission on request.**

**X**

**Signature of Applicant (Requires property owners signature if different than owner) Date**

**PD District Application Submittal Requirements (Submittal Deadline is Monday at 3:00 p.m.):**

- ☐ Three (3) copies of the completed application
- ☐ Check for \$1,167.75 per Ord. 1828 (non-refundable)
- ☐ Metes and bounds legal description of the site or county slide number of plat, if recorded
- ☐ Two (2) copies at least 11" x 17" in size of the PD Development Plan, including a vicinity map and north arrow on each copy (color drawings not required)
- ☐ Two (2) copies of a letter stating the applicant's request and addressing issues relating to PD including detailed use list, PD development plan with lots / reserves, traffic circulation, landscaping, and other pertinent information

**Please note: A courtesy notification sign will be placed on the subject property during the public hearing process and will be removed when the case has been processed** App Rev Jan 2012 per Ord. 1828

# **CITY OF SUGAR LAND**

## **Planning Department**

### **PD DISTRICT REZONING APPLICATION PROCEDURE**

When a property within the city limits of Sugar Land is **REZONED**, an ordinance is passed by City Council effecting a permanent change in zoning designation for that property. A rezone involves a change from one official zoning district to another. The Official Zoning District Map is also updated to reflect the zoning change. A recommendation to the Council is given by the Planning and Zoning Commission. Council has the authority to approve or deny rezonings. The Development Code outlines PD District requirements in Chapter Two (Zoning), Article II, Part 16

The application procedure is outlined below.

- (1) Applications will be accepted each **Monday from 8:00 am until 3:00 pm. Return your request to the Planning Department ( Attention: Development Review Coordinator), 2700 Town Center Blvd. N., Sugar Land, TX 77479, Phone#: (281) 275-2218.**
- (2) Staff will review the request and comments are usually sent to the applicant on the second Friday after the request has been submitted. Due to the detail contained in PD District rezonings, additional time may be needed. The applicant will be directed to resubmit the corrected materials and additional materials for the Planning and Zoning Commission and City Council, and staff will review them for clearance.
- (3) When staff issues have been addressed, the request will be scheduled for a public hearing at a Planning and Zoning Commission meeting. The public hearing will be advertised by the City in the official newspaper of the City at least 15 days prior to the first public hearing, all property owners within 200 feet of the site and all homeowners associations will be notified by mail, and the public hearing will be published on the City's website.
- (4) A public hearing will be held by the Planning and Zoning Commission (P&Z) at 7:00 p.m. in the City Council Chambers, unless otherwise noted. P&Z meetings are held on the second Tuesday and fourth Thursday of each month. The purpose of the public hearing is to allow the P&Z to conduct a fact finding process. Staff will present the request to the Commission. The Chair will then close the meeting and open the public hearing. The applicant will have ten minutes to present the request. The chair will then allow anyone present from the public to speak on the request. The Commission may ask questions of staff and anyone else present at the meeting, but will not vote the same night per the Commission's adopted policies.
- (5) The request will be presented by staff with a recommendation at a subsequent P&Z meeting. The P&Z will hold consideration and action and make a recommendation to City Council. No one but staff will make a presentation at this meeting, however, the Commission may direct questions to staff and the applicant.
- (6) A second public hearing will be scheduled for a regular City Council meeting. Meetings are held on the first and third Tuesdays of each month. Again, in accordance with state regulations, property owners will be notified and the notice will be published in a City paper and on the City's website.
- (7) Council will conduct a public hearing in the same manner at P&Z. At the same meeting, Council will have the first reading of the ordinance and vote unless the item is tabled.
- (8) At a subsequent City Council meeting the Council will hear the second reading of the ordinance and vote again. if the ordinance was not denied at the first reading.
- (9) Following the second reading of the ordinance, it will be signed by the Mayor and City Secretary and a copy sent to the applicant. If approved, the permit will be granted.